



## Conference Package 2012



*Please find enclosed an Information Pack of our conference facilities. Our small Conference team has a reputation of providing outstanding service with an eye for detail, which will make your choice for using Pacific Park Hotel for your next conference or meeting a success.*

### *Escape from the City...*

*The quiet peaceful location of Pacific Park Hotel, just five minutes from the city centre, is ideal for conferences and functions. Set amongst native bush and landscaped gardens, your group can work undisturbed, stay in comfort and take time out to enjoy the surroundings of Dunedin and Otago.*

*Please do not hesitate to contact us if you require any further information. Our commitment is to your service, your return is our reward.*

*Email: [reservations@pacificparkdunedin.co.nz](mailto:reservations@pacificparkdunedin.co.nz)*

*PO Box 391*

*22-24 Wallace Street*

*Dunedin*

*Phone 03 477 3374*

*Kind Regards,*

*Clarke Walker*



# Conference & Seminar Information Pack

## Facilities

Pacific Park has three Conference rooms available, which are all situated on the ground floor with plenty of off-street parking.

### Areas

Main Conference Room	10m x 12.4m = 124 sq.m
Small Conference Room	7.3m x 6.1m = 44.5 sq.m
Salon Room	4.6m x 10.8m = 49.7 sq.m

### Typical Capabilities

	Main Conference	Small Conference	Salon Room
Classroom Style	60	24	16
Board Room Style	52	24	28
U Shape (outside use only)	40	20	16
Theatre Style	200	50	50
Cocktail Party	250	60	60
Sit Down Buffet	150	N/A	28
Sit Down Dinner	150	N/A	28

### Equipment and Services

Whiteboards  
Flip Charts  
Data Projector  
Video/DVD /TV  
Screens

Photocopying  
Background Music  
Microphones  
High Speed Wireless Internet  
Lectern



**MAIN CONFERENCE ROOM**



**MAIN & SMALL CONFERENCE ROOMS**



## Conference Room Hire

Main Conference Room	\$260.00 + GST
Small Conference Room	\$160.00 + GST
Salon (Upstairs)	\$160.00 + GST

## Conference Equipment Hire

TV & Video or DVD	\$80.00
Screen	\$30.00
Flipchart	\$30.00
Electronic White Board	Price on Application
Data Projector	\$195.00
Lapel Microphone	Price on application
Microphone & Stand	\$ 15.00
Amplifier	\$25.00

Other specialised accessories are available and subject to hire charge.

Prices are subject to GST.

## Accommodation



Pacific Park Hotel has hotel accommodation for up to 45 guests.

Room styles include:

- 20 Hotel rooms with two queen size beds, ensuite bathroom with bath & shower
- 2 x Two bedroom apartment suites with lounge, kitchen and two bathrooms

All rooms contain:

- TV with free cable channels
- Tea/coffee making facilities
- Refrigerator
- Microwave Oven
- Toaster
- STD direct dial telephone
- Radio/alarm clock
- Iron & Ironing Board
- Wireless Internet
- Central heating

Guest facilities:

- Laundry room
- Off street parking
- Room service breakfast and dinner

## Restaurant & Catering



## Restaurant & Bar

Enjoy a post-conference drink or dining experience at Pacific Park's Restaurant & Bar, which offers unsurpassed harbour views and a warm friendly atmosphere. Please contact your conference coordinator to discuss menu options.

## Conference Catering ~ Coffee Breaks

Tea and Coffee	\$4.00 pp + GST
Tea, Coffee and Homemade Cookies	\$5.00 pp + GST
Tea, Coffee and Muffins or Scones	\$7.00 pp + GST
Tea, Coffee and Sandwiches	\$8.00 pp + GST

Orange Juice available on request



## Conference Catering ~ Working Lunches Menu

- Cocktail Sandwiches
- Ginger Chicken
- Chicken or Beef Curry
- Beef Lasagne
- Chicken Kebabs with Satay Sauce
- Tempura Fish bites with Tartare Sauce
- Ham and Avocado Mini Croissants
- Savoury Meatballs with Tomato and Basil Sauce
- Beef Casserole
- Marinated Chicken Drum Sticks
- Filled Bread Rolls
- Cold Meat platter with Condiments and Bread
- Stir-fry Noodles with Chicken or Beef
- Mini Samosa's and Spring Rolls
- Cheese and Fruit Platter
- Quiches
- Wedges & Sour Cream
- Vegetarian Pasta

Served with Tea and Coffee.

- Pick 2 - \$16 pp**
- Pick 3 - \$20 pp**
- Pick 4 - \$24 pp**
- Pick 5 - \$27 pp**
- Pick 6 - \$30 pp**

Prices are Subject to GST



## Conference Catering ~ Cocktail Party Menu

- Smoked Salmon on Toast with Caviar
- Crumbed Scallops
- Chicken and Mushroom Vol au Vent
- Bananas wrapped in Bacon
- Prunes wrapped in Bacon
- Prawn Cutlets
- Marinated Chicken Wings with Sesame Seeds

- Banana Cake Slices
- Carrot Cake Slices
- Chocolate Cake Slices

Pick 2 - \$20 pp

Pick 3 - \$24 pp

Pick 4 - \$27 pp

Pick 5 - \$30 pp

Pick 6 - \$33 pp

Prices are Subject to GST



## Important Information

### Please Note:

#### *Selecting the Menu*

When making your choice, our menus should be used as a guide only. Whatever your budget, give us the opportunity to personalise a menu for your occasion.

#### *Insurance*

The hotel will take all the necessary care, but accepts no responsibility for damage to, or loss of property left in the hotel prior, during or after functions.

#### *Damage*

Organisers are financially responsible for any damage suffered to the Hotel property during functions/exhibitions.

#### *Prices*

All menu and accommodation rates are based on current prices, but may be subject to increase at the Hotel's discretion to meet rising costs.

#### *Confirmation*

On confirmation of a booking, 10% deposit of expected cost is required on large bookings.

#### *Guaranteed Numbers*

Guaranteed numbers are required 48 hours prior to the function. This will be considered guaranteed, not subject to reduction and charges will be made accordingly.

#### *Liquor*

Due to licensing laws, no beverage may be brought into the hotel by any party.